Access Indiana Mailing List Request

Please fully read the instructions on page 2 of this form before filling out the form.

0a. Name of list:	
0b. Purpose of list:	

1a. List Digest?	1b. Frequency of Digest?
2a. Moderated?	2b. Moderator Name:
	2c. Moderator E-mail:
	2d. Moderator Phone Number:
3a. **List subscription policy**: Closed Open Administrivia	3b. List administrator E-mail:

4a. **Reply Policy:**

Reply to List   Reply to Sender   Reply to Both

5a. **Posting Policy:**

List only   Open Posting   Restricted

6a. Please use the following area to add e-mail addresses of list subscribers. Attach any extra subscribers on additional sheets.

Instructions for the Access Indiana Mailing List Request Form

Please read these instructions fully before filling out the accompanied form on page one. This form provides the Access Indiana administrative staff with the information needed to set up a mailing list. The following information must be specified correctly in order for your application to be processed.

0a. Name of List: The name of the list will also be the e-mail address of the list. Please keep in mind that your agency acronym will be appended to the beginning of the list name. Please also bear in mind that brevity should be the primary goal in assigning a list name. For instance, all lists set up for the Indiana State Bar Association will be prefixed with an "isba-". A list for the Law School for Journalists would be better addressed as "isba-lsfj", rather than "isba-law-school-for-journalists".

0b. Purpose of List: Please specify a short paragraph on the purpose of this list. The purpose specified in this blank will be used for a synopsis of the list available online to potential subscribers.

1a. If necessary, a list can be set up to create a digest of all posted messages. The digest of the messages is in turn sent to subscribers that would rather get a digest of messages over time than each message as it is posted. This option makes sense for high-volume lists, where 30+ messages per day are posted.

1b. If the list is to be digested, how often should the digest be sent to subscribers?

2a. Moderated lists are controlled by one individual. All posts to the list must be approved by the moderator. Lists that are primarily designed to disseminate information to subscribers, or lists that may host sensitive information make good candidates for moderation. Lists that serve as discussion groups do not serve as good candidates for moderation.

2b. Please provide the list moderator's name. A real person's name must be supplied, not a role.

2c. Please provide an e-mail address for unapproved posting to be sent to. This account may be dedicated either to an individual or a role. A role account is a general e-mail account that may have multiple "owners". Of course, all of the "owners" would be responsible for approving posts. An example of a role account would be lsfj@isba.state.in.us. An example of a role account would be jqpublic@isba.state.in.us.

2d. Should things go horribly wrong, Access Indiana may contact the moderator about problems with a list. Please provide the moderator's phone number here.

3a. List subscription policy: Select the policy appropriate for the potential mailing list. Open policies allow anyone to subscribe to the list without approval of a list administrator. Closed policies require all new subscriptions to be approved by the list administrator. Administrivia is the policy of informing the list administrator when a new subscriber has joined the list.

3b. List administrator e-mail: Please supply the e-mail address of the list administrator. This information is especially important when the list subscription policy is closed.

4a. Reply policy: Choosing the "reply to sender" policy is safer in that if a subscriber's autoresponder replies to the list, hundreds of messages can be generated before the problem is caught. In a high volume list with many subscribers, errant autoresponders can cause big problems. Choosing the "reply to list" option allows the subscriber to reply directly to the list automatically, rather than manually, and is better suited to low-volume lists.

5a. Posting policy: Allowing open posting to a list opens the list up to spam. Allowing just list members to post helps eliminate spam sent to the list, but at the same time restricts the volume of e-mail that the list can host. Allowing a restricted subset of individuals to post to the list is suited for lists designed primarily to disseminate information, as discussion lists require participation by everyone on the list.

6a. Please supply a list of e-mail addresses that should initially be subscribed to the list. If the list of e-mail addresses exceeds the space allotted, please supply more e-mail addresses on separate attached sheets.